



SPC/GEF-R2R/RPSC.2/7

Date: 24th July 2017

Original: English

2nd Regional Programme Steering Committee Meeting for the GEF/SPC/UNDP Project Entitled: “Ridge to Reef – Testing the Integration of Water, Land, Forest & Coastal Management to Preserve Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods in Pacific Island Countries”

Nuku’alofa, Tonga, 31st July – 4th August, 2017

MIDTERM REVIEW AND MIDTERM PROJECT REPORTS

1. Scope of the mid-term review

The mid-term review provides an opportunity to assess the execution of the project at mid-term and to determine the following:

- The attainment of project objectives and results achieved to mid-term
- Project management both at the regional and national level
- The contribution of the project to the attainment of SDGs
- The identification of potential risks to achieving the outcomes and management of those risks
- Corrective measures that can be taken to achieve desired outcomes
- Lessons learnt

The information will be gathered through field visits to demonstration sites and discussions with project stakeholders in countries yet to be determined. Desktop reviews and interviews with implementing partners and the RPCU will also be conducted.

2. Preparation for the review

With roughly eleven months remaining until the review, it is imperative that countries determine activities to be implemented that demonstrate effective and efficient project execution. The sustainability of project outcomes, monitoring and evaluation, stakeholder engagement and timely reporting will also need to be demonstrated. Listed below are activities that GEF requires the review to assess thus their inclusion in the report template.

Priority activities to be implemented nationally before the mid-term review include:

- baseline surveys of environmental stress reduction indicators,
- results towards the achievement of the national environmental stress reduction target,
- establishment of inter-ministerial committees
- stakeholder analysis and development of engagement action plan
- development of gender action plan and communications plan
- an updated logframe

The Regional Project Coordination Unit will assist countries both technically and financially in the implementation of activities and have included the following as priority activities:

- Rapid coastal assessments and diagnostic analyses to be trialled in four countries. Once the methodologies have been fine-tuned and endorsed by the Regional Scientific and Technical Committee, the activity can be rolled out in the remaining ten countries with the assistance of national consultants
- Development of harmonized multi-focal area results framework by the Country Coordinator Monitoring & Evaluation Adviser
- Sub regional meetings of project managers and community leaders in PICs to foster cooperation and knowledge exchange in ICM, IWRM and CCA .
- Mainstreaming of gender strategy in four countries to be determined
- Recruitment of personnel to have full complement of RPCU staff
- Compile a roster of R2R experts and practitioners that countries may hire for technical support

3. Mid-term Project Reports

A report template has been prepared according to GEF requirements. Each country will need to write and submit a mid-term report to the RPCU in a timely manner. It is advisable that a photograph collection begin as soon as possible after the RPSC. The more photographs that are taken of different occasions and exercises, the more options of selecting the best twenty five for inclusion in the report.

Included in the report template is a checklist to assist countries in the compilation of their mid-term report.

Structure of the National Mid-Term Evaluation Report

Section	Description
Title: Mid-term Report of the GEF Pacific IW Ridge to Reef Demonstration Entitled: "[INSERT COUNTRY PROJECT TITLE]" [INSERT COUNTRY NAME]	
Cover Page	<ul style="list-style-type: none"> Consistent design for all countries prepared by RPCU. Need high quality logo of lead agency (or national government), logos of partner agencies (where appropriate), and high quality photograph capturing the main focus of the project.
Table of Contents	<ul style="list-style-type: none"> Main section headings only. Include list of photographs and annexes.
Preface	<ul style="list-style-type: none"> 1 page Executive Summary of key ridge to reef issues addressed in national project, key achievements to date Signed by Chair of Coordinating Committee/APEX body, Head of Lead Agency, National Project Manager.
Chapter Heading 1. Water, Land, Forest & Coastal Management Issues in the [INSERT COUNTRY NAME]: Development of the GEF Pacific IW R2R National Demonstration Project	
1. Introduction	<ul style="list-style-type: none"> 2 page ~500 word summary of issues and need and scope for the national demonstration project 1/2 page of key project components and anticipated outcomes
Chapter Heading 2. Management of the GEF Pacific IW R2R National Demonstration Project in [INSERT COUNTRY NAME]	
2. Overview of Lead Agency/Ridge to Reef Focal Point/PMU	<ul style="list-style-type: none"> 1 page ~300 word summary of role of lead agency in National/State terrestrial/freshwater/coastal management. Refer to key national development/infrastructure plans and organisational business plans governing work of agency. Include summary table: date MoA signed; MoA signatory; name and contacts Ridge to Reef focal point; name and contacts National Project Manager; date Project Manager appointed. Report to include photographs of Head of Lead Agency, Ridge to Reef Focal Point, National Project Manager and Assistant, and photo of PMU office space.
Chapter Heading 3. Establishment of a Coordinating Body for the Operation of the GEF Pacific IW R2R Demonstration Project in [INSERT COUNTRY NAME]	
3. Overview of IW R2R Demonstration Project Coordinating/Steering Committee	<ul style="list-style-type: none"> Describe the main steps involved in establishing the committee (refer to date of first meeting) and include a diagram showing Committee structure and links to other national committees and planning bodies List of Committee members with photo of each and full contact details (Annex 1) Committee Terms of Reference (Annex 2) and summary table of meetings
Chapter Heading 4. Planning Stakeholder Participation in the Execution of the GEF Pacific IW R2R Demonstration Project in [INSERT COUNTRY NAME]	

4. Stakeholder Analysis and Engagement Action Planning	<ul style="list-style-type: none"> • Summary of stakeholder analysis, process for identifying stakeholders, the importance of their participation in the project, and proposed strategies for engaging with them. Include summary table of key stakeholders in main text of report. • ~200 word statement on how beneficial the engagement strategies have been and recommended approaches for improving stakeholder participation. • 1/2 page summary of efforts to mainstream gender and equity issues in demonstration planning, execution, and monitoring and evaluation • Include updated stakeholder analysis and engagement action plan as endorsed by demonstration project coordinating/steering committee (Annex 3) • Include gender action plan (Annex 4)
Chapter Heading 5: Results Oriented Planning and Implementation of the GEF Pacific IW R2R Demonstration Project in [INSERT COUNTRY NAME]	
5.1 Logframe Development	<ul style="list-style-type: none"> • Summary of process for the revision of project scope and logframe development • Summary logframe included as table (and include latest version of full project logframe as endorsed by Committee as Annex 5)
5.2 Priority Areas of Work and Results	<ul style="list-style-type: none"> • Summary of project goal, objective, and priority areas of work • Summary table of key results to date (self-assessment of progress – link to Annex 6 which will be the updated results notes for the project) • Photo journal of key project activities (minimum 25 high quality photographs of on-the-ground work) (video documentaries can be attached as DVD) • Summary of key awareness materials developed and media coverage (copies/photos included as Annex 7)
5.3 Catalytic Impacts	<ul style="list-style-type: none"> • Summary of examples of where the national demonstration project has helped catalyse change, e.g., capacity development, investment from other donors, stimulated need for reform of policy and planning
Chapter Heading 6: Strengthening National Coordination between STAR and IW R2R Projects	
6.1 Linkages of Demo Activities with R2R Planning	<ul style="list-style-type: none"> • Summary of how national IW R2R demonstration project can feed into the national development planning process.
6.2 Improving National Coordination for R2R	<ul style="list-style-type: none"> • Summary of coordination and support being lent to the national STAR project and success to date of programmatic approach
Chapter Heading 7: Capturing Lessons Learned for R2R Best Practice in [INSERT COUNTRY NAME]	
7.1 Lessons Learned	<ul style="list-style-type: none"> • Summary of key lessons learned in national IW R2R implementation

Checklist for National Mid-Term Report text sections, annexes, images and logos

Content Needed	Status
<i>Text sections of the report</i>	
Executive Summary- 1 page	
1. Two (2) page summary of relevant water/land/forest and coastal issues and scope of national demonstration project	
2. One (1) page summary of role of lead agency in terrestrial, freshwater or coastal management	
3. Overview of IW R2R Demonstration Project Coordinating Committee	
4. One (1) page summary of stakeholder analysis and action planning	
5. One (1) page overview of project planning and results	
6. One (1) page overview of R2R and National Planning	
7. One (1) page overview of key lessons learned	
<i>Report Annexes</i>	
Annex 1: List of Committee Members and Photograph	
Annex 2: Committee Terms of Reference	
Annex 3: Updated Stakeholder Analysis and Engagement Action Plan	
Annex 4: Gender Action Plan	
Annex 5: Updated Project Logframe including timing of deliverables	
Annex 6: National IW R2R Results Notes	
Annex 7: Copies of Awareness Materials Developed and Media Coverage	
<i>Report Photographs</i>	
1. 25 high resolution photographs project on-the-ground work (and captions)	
2. Portrait photographs of Lead Agency Focal Points and PMU	
3. Portrait photographs of Project Committee Members	
<i>Organisation Logos</i>	
1. Logo of demonstration project (where one exists)	
2. National Government logo	
3. Logo of Lead Agency (where one exists)	
4. Logo of key partners (as appropriate)	